

4-8888

23 November 1953

MEMORANDUM FOR: The Acting Deputy Director (Administration)  
SUBJECT: Travel of Personnel

1. A completely incongruous situation appears to exist in the assignment of basic responsibility for the general administration of the travel performed by Agency personnel. Agency regulations and directives prescribe as follows:

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a. Regulation [REDACTED] stipulates that the Logistics Office shall "Arrange for the transportation of personnel."

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b. Regulation [REDACTED] delegates actual travel authority to literally dozens and dozens of senior Agency officials--each with respect to personnel under his jurisdiction.

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c. Regulation [REDACTED] further states that the Central Processing Branch:

(1) Is responsible for the coordination of all phases of travel operations to meet the requirements of the Agency.

(2) The Chief, Central Processing Branch is authorized to amend travel orders prior to commencement of travel when approved by the originating officer.

d. I am advised that the Deputy Director (Administration) by specific directive has charged the Overseas Processing Branch/Personnel Office with full responsibility for the processing of personnel who are traveling overseas--said function to be performed under the technical supervision of the Logistics Office.

2. In practice we find that the following functions and services related to travel are being performed:

a. Overseas Processing Branch/Personnel Office:

(1) General travel order review for completeness or errors.

(2) Processing of personnel for clearances, documentation, cover arrangements, briefing, and travel advances.

(3) Arrangements for travel - reservations.

(4) Assisting in processing of travel claims.

b. Finance Division/Comptroller's Office:

(1) Disbursing and recording travel advances.

(2) Audit and payment of travel claims.

c. Passenger Movement Branch:

(1) Shipment of personal vehicles, and shipment or storage of household effects.

3. The simple conclusion and fact is that neither Agency regulations nor other delegations of authority establish basic or primary responsibility for the administrative review, control or management of the travel of Agency personnel.

4. Travel is a highly complex area of administration. In addition to ensuring that travel is authorized and performed in accordance with statutory requirements, few activities warrant and need more Agency policy guidance, direction, and review. Inasmuch as technical travel authority has been completely decentralized, there appears to be absolutely no focal point for the continuing administrative supervision of Agency travel.

5. This has become painfully apparent in attempting to develop adequate Agency travel regulations and in revising such regulations as exist. The initial assignment of responsibility was assumed to rest with the Logistics Office, and such assignment was made. This was completely illogical as we now learn that the Logistics Office performs practically none of the functions which would give it either the means, competence, or know-how to undertake such an assignment. In fact, the only connection the Logistics Office appears to have in conjunction with travel is to physically ship the household effects and automobiles of personnel. Actually, this is a routine cargo transportation function carried out pursuant to a travel order presumed to be correctly written and authorized.

6. The Logistics Office, recognizing its inability to prepare the needed regulations, attempted to split the work between the three Agency components performing specific travel services and functions, i.e., Overseas Processing Branch, Finance Division and its Passenger Movement Branch. The results have been chaotic since no administrative component receives any policy guidance, and since the Logistics Office does not have the know-how to weave the various areas of travel administration into an adequate Agency system for travel administration.

7. The Comptroller's Office assumes responsibility for travel only with respect to ensuring the proper financing of travel and for ensuring that vouchers submitted are in compliance with law, regulation, and travel authorizations.

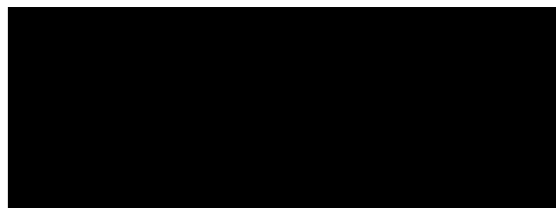
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8. The Overseas Processing Branch actually performs almost all of the positive administrative functions involved in travel. It is the only focal point which could review all travel authorizations for soundness of practice and for conformity with established policy. It is the only focal point which can effectively observe abuses or inadequacies in policy and recommend corrective action. It appears to be the office which should and must keep abreast of all changes in travel conditions, regulations, and statutes if it is going to render its services properly. Yet the view is that the Overseas Processing Branch has neither the authority or responsibility for fulfilling the overall Agency administrative responsibility for travel.

9. As a result of this situation, the Logistics Office, the Personnel Office, and the Comptroller's Office have informally urged that a more realistic and definitive placement of responsibility be prescribed in Agency regulations. Only if this is done, does it seem possible to develop adequate Agency policies, functional statements, and procedures in regulatory form and to ensure a constructive and intelligent Agency travel program.

10. It is recommended that the Personnel Office be assigned primary responsibility for the administrative review and supervision of all personnel travel of the Agency. This to be accomplished by revisions in applicable regulatory issuances which will clearly delineate the extent of this responsibility.



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Special Assistant to the  
Deputy Director (Admin.)

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